



State of Arizona  
**Department of Education**

**Tom Horne**  
Superintendent of  
Public Instruction

**SFSP# 36-05**

**MEMORANDUM**

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**To:** Summer Food Service Program Administrators

**From:** Mary Szafranski, Deputy Associate Superintendent  
Arizona Department of Education, Health & Nutrition Services

Holly Mueller, Program Director  
Arizona Department of Education, School Health & Nutrition Programs

**Date:** April 3, 2006

**RE:** 2005 Summer Food Service Program Application

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Summer is coming which means it's time to complete your Summer Food Service Program (SFSP) application. Local Education Agencies (LEA's) have the option of administering the Seamless Waiver or the Traditional SFSP. All other organizations, i.e. private non-profits and camps, must administer the Traditional SFSP. The Seamless Waiver application **MUST** be completed on-line. The Traditional SFSP will be utilizing a paper application process.

Enclosed is an application packet for both the Seamless Waiver SFSP (yellow forms) and the Traditional SFSP (pink forms). Each packet will include instructions for submitting your SFSP application. Please *carefully* read the application instructions in this memo along with the instructions in the packet that correspond with the program you will be administering.

**Seamless Waiver**

**Steps to apply to Seamless Waiver:**

1. Complete or update the Seamless Waiver section of the NSLP on-line application. The NSLP application can be found on-line at the Child Nutrition Program (CNP) common logon website, [www.ade.az.gov/commonlogon/](http://www.ade.az.gov/commonlogon/). *Instructions for the on-line application can be found in the yellow Seamless Waiver section of this packet.* Be sure that all sites participating on the SFSP program are completed on-line. If a site is not found on-line, please contact the School Health and Nutrition Programs at 602-542-8700 to have it added prior to completing the application.

2. Complete the Seamless Waiver Outreach Information Form found in the application packet.
3. Read and complete Seamless Waiver Agreement and Conditions found in this packet.
4. **New Sponsors Only:** Complete the Food Service Agreement found in this packet. You must send two copies with original signatures to our department for processing.

• **The current on-line SFSP application is current through June 30, 2004. If you are operating the SFSP from July 1<sup>st</sup> forward you will need to utilize the new Summer Food Web system. Further guidance on the new Summer Food Web system will be sent out shortly.**

## **Traditional SFSP**

### **Steps to apply to Traditional SFSP:**

1. Complete and submit the enclosed pink packet, including the site and sponsor application, budget, calendar, and health department certificates.
2. **New Sponsors only:** Complete Food Service Agreement found in this packet. You must send two copies with original signatures to our department for processing.

## **Seamless Waiver and Traditional SFSP**

**SFSP applications are due Thursday, April 15, 2004.** Remember, if you are not sure which sites will be operating a summer program, you can always add or drop them at a later date. It is important that we receive applications on time in order to properly distribute commodities.

Workshops will be offered throughout the months of March and April. Please take a look at the SFSP Workshop Brochure that was mailed separately or visit our website at [www.ade.az.gov/health-safety/cnp/sfp](http://www.ade.az.gov/health-safety/cnp/sfp) for dates, times, and locations. You must register for workshops on-line at [www.ade.az.gov/online/registration](http://www.ade.az.gov/online/registration).

All application forms should be submitted to the SFSP team at 1535 W Jefferson Bin #7, Phoenix, AZ 85007. If you have any questions or need assistance filling out your application please contact the SFSP team. We are looking forward to a fun and successful SFSP!

Nicholas Dunford	(602) 542-8740	Patricia Johnson	(602) 542-8782	Lynn Ladd	(602) 364-0461
Kacey Frey	(602) 542 8705	Crystal Kalahar	(520) 628-6777	Mat McCarty	(602) 542-4815
Traci Grgich	(602) 364-1625	Katrina Klatt	(602) 542-8711	Cara Pecsowski	(602) 542-8703